



VOIDED CITATIONS

INDEX CODE: 1904
EFFECTIVE DATE: 12-01-13

Contents:

- I. Criminal Citations
- II. Traffic Citations
- III. Cancellation

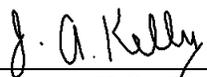
I. CRIMINAL CITATIONS

- A. Only a supervisor may void citations.
- B. A citation will only be voided if the business had an active license at the time of the agents' visit. If the business did not have a valid license at the time of the visit the citation will not be voided.
- C. Certain situations may arise that will not fall under policy guidelines, if this should occur, only a supervisor will be authorized to void a citation.
- D. If an agent requests that a citation be voided, the request must be written, in memo form, directed to the Agent in Charge of the Enforcement Bureau, via the chain of command. This memorandum must include the reason for the request, and other documentation that supports the request. The agents' supervisor shall endorse the request with the word *concur*, signature, and approval date.
- E. All endorsed voided citation requests shall be forwarded to the Division Administrator who will file the voided citation in the Records Room.
- F. A voided citation will not reflect on the agents monthly statistical data report.

II. TRAFFIC CITATIONS

- A. If an error is made while writing a traffic citation and the #5 copy has been given to the defendant, the citation must follow normal procedure and be disposed of in open court. The citation may not be voided. The State's Attorney, on the day of trial in open court; may amend or may nolle pros. The agent may then write a new citation.
- B. If the defendant's copy (#5) has NOT been given to the defendant, this citation may be administratively voided by a supervisor.
- C. The voided citation must contain the voided date in the violation date area and all officer information must be entered. The officer must sign the citation and "VOID" must be written across the citation.
- D. The citation number must be entered on the transmittal and the original copy and the #4 copy must be forwarded to the appropriate district traffic court.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director